

**THE IOWA DISTRICT COURT SEVENTH JUDICIAL DISTRICT  
ADMINISTRATIVE OFFICE, SCOTT COUNTY COURTHOUSE  
400 WEST FOURTH STREET  
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Honorable Marlita A. Greve  
Chief Judge  
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Kathy M. Gaylord  
District Court Administrator  
Kathy.Gaylord@iowacourts.gov

**EDMS BULLETIN | 2014-01**

DATE: November 19, 2014  
IMPACT: Scott County  
SUBJECT: Process for scheduling/rescheduling CRIMINAL and CIVIL matters in District Court

**SCHEDULING MATTERS:**

Parties to a case must coordinate a date with Court Administration for matters in advance of filing a motion. If a motion, with or without a proposed order, is received without a date already being coordinated, an Order will be issued notifying the parties that a motion was received and no scheduling action will be taken. If a date has been coordinated in advance, the party filing the motion should make note of the date and that it was coordinated with Court Administration in either the body of the motion or as a comment to the clerk when filing electronically. Court Administration will then file a template order setting the hearing.

**CONTINUANCES:**

If a continuance is joined or unresisted (and all parties are willing to coordinate a new tentative date prior to going before a judge), the recommended practice is to contact Court Administration in advance to obtain a proposed new date. Attorneys should incorporate this new date in a motion and proposed order making clear that the proposed date was coordinated with Court Administration.

If a continuance is resisted, the party seeking a continuance should contact the parties and Court Administration to schedule a brief hearing on the matter before a judge. Following this hearing, if the judge intends to grant the motion to continue, the parties are directed to immediately report to Court Administration to coordinate a new date. Court Administration will prepare a draft template order and assign it to the appropriate judge for final review and approval.

**COUNTIES**

Cedar

Clinton

Jackson

Muscatine

Scott